



**CITY OF LEON VALLEY  
INTEROFFICE MEMORANDUM**

**DATE:** August 31, 2018  
**TO:** Mayor Chris Riley and City Council Members  
**FROM:** Kelly Kuenstler, City Manager  
**SUBJECT:** Pre City Council Meeting Report

**Human Resources**

- Vacant Positions
  - Public Works has one maintenance position open; background currently be done.
  - One court position is open; interviews scheduled for next week.

**Court**

<b>Municipal Court Cases</b>	<b>August 23rd</b>	<b>August 30th</b>
<b>Number of cases scheduled</b>	<b>411</b>	<b>407</b>
<b>Number of defendants scheduled</b>	<b>270</b>	<b>246</b>
<b># of case processed by clerks during court</b>	<b>143</b>	
<b>Community Service</b>	<b>August 17th - 30th</b>	
<b>Number of Hours Scheduled</b>		<b>0</b>
<b>Number of Completed C/S Hours</b>		<b>64</b>
<b>Community Services Hours Completed at</b>		
<b>Public Works</b>		
<b>Fire Department</b>		
<b>Municipal Court</b>		
<b>Community Development</b>		
<b>Outside at Non-Profit Organization</b>		<b>64</b>

**Public Works**

- Projects:
  - A new traffic signal system at Wurzbach and Exchange Parkway will be constructed by SAECO Electric and Utility. The controller cabinet has been ordered and will take approximately 3 weeks to receive. The start date was August 27th.
  - Cades Cove is receiving new water and sewer mains, to be constructed by Gilbert’s Utility and Concrete, Inc. The contractor has almost completed the water main and will then start on the street repairs.

- Year 1 street maintenance plans have been prepared. The bid opening is September 5th and, staff will review the proposals and take this to Council for award.
- Plans for the replacement of a sewer main on Poss Road have been prepared and advertised. Once the bids are opened, staff will take this to City Council for award.
- Plans for a new water main extension on Bluebird Lane have been advertised. Once the bids have been opened, staff will take this to Council for award.
- The Evers Road bridge project is coming to a close. The bridge is open and the contractor is now working on installing the pedestrian crossing, bridge railing elements, and rip rap on the park side, then he will hydromulch the channel. He expects to wrap it up by September 28, 2018.
- Waiting on the final Project Management Plan agreement from the United States Corp of Engineers for the Continuing Authorities Project (CAP) feasibility study of Huebner Creek to control flooding and repair bank erosion. The Interlocal Agreement with the San Antonio River Authority has been signed. They will be our local sponsors for this project.
- The subcontractor for the LC-17 project is continuing construction on the drainage way behind the residents in the 5900 block of El Verde and has started on the box culverts under El Verde.
- The private water wells on Samaritan and Grass Hill Drive are in the process of being plugged and capped. The project should be completed by September.
- Land clearing for the new sewer main extension at 7520 Huebner Road has begun. The contractor on Cades Cove will be the contractor installing the main, with help from the Public Works Crew. Work is expected to be complete by September 30th.
- The water rate consultant has completed her new study and we will be presenting that to the City Council on September 4th.
- A park survey was sent to all the citizens. The survey results will be incorporated into the revised Parks, Recreation and Open Space Master Plan. The Parks Master Plan is scheduled to be presented to City Council in January of next year.
- Work on The Ridge at Leon Valley Park walking path has begun. The remaining area in this new park will be carefully cleared, preserving existing trees, in order to make room for the planned improvements.
- Making good progress on the accreditation of Public Works. Intern Craig Roberts is assisting the department with the compilation of the documents.
- Constructing picnic shelters at two of the new pocket parks.
- Constructing walking path at The Ridge at Leon Valley Park.
- Constructing carport at Police Department parking lot.
- Repairing floor at Kinman House.
- Installing “Lock it or Lose It” signage at each neighborhood entrance for PD campaign.
- Cleaning the tennis courts, repairing nets, replacing benches.
- Restoring the site at the Forest Oaks pool wall repair.
- Mowing Zone 1.
- Repairing sprinklers at park.
- Televising a collapsed sewer main near the Evers Road bridge.
- The crew repaired two main breaks.
- Two crewmembers will attend training for certification in Pesticide and Herbicide application for both commercial and structural applications.
- All staff members received training in Active Shooters on the 15th of August.
- The Utility Billing Clerk will be attending training in setting water rates.
- The Assistant Director will be attending Public Works Administrator Session 2 class on October 17-19, 2018 at the Cedar Hill Community Center.

### **Police Department**

- Please see below information on police activity over the listed period.
- Arrest

- 8-07-18 – 6200 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
- 8-07-18 – 6700 Black Smith – Emergency Detention – One arrested/released at hospital
- 8-07-18 – 5601 Bandera Rd. – Theft \$100-750
- 8-07-18 – 6110 Evers Rd. – Emergency Detention – One arrested/released at hospital
- 8-07-18 – 5200 Savory Glen – City Ordinance Violation – Vehicle Impounded
- 8-07-18 – 5800 Grass Hill – City Ordinance Violation – Vehicle Impounded
- 8-08-18 – 5700 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
- 8-08-18 – 6700 Evers Rd. – Traffic Stop – One cited/released – Vehicle Impounded
- 8-08-18 – 6800 Bandera Rd. – Disturbance – One arrested for Criminal Trespass
- 8-09-18 – 7100 Bandera Rd. – Traffic Stop – 7100 Bandera Rd. – One cited/released - Vehicle Impounded
- 8-09-18 – 7200 Bandera Rd. – Traffic Stop – One arrested for possession of Marijuana < 2 oz. – Vehicle Impounded
- 8-09-18 – 6400 Bally – Disturbance – One arrested for Assault/Contact
- 8-10-18 – 6800 Bandera Rd. – Disturbance – One arrested for Criminal Trespass
- 8-11-18 – 6500 Evers Rd. – Traffic Stop – One cited/released – Vehicle Impounded
- 8-12-18 – 5900 Wurzbach Rd. – Wanted Person – One arrested on active county warrant
- 8-12-18 – 5400 Evers Rd. – Traffic Stop – One cited/released – Vehicle Impounded
- 8-12-18 – 5600 Bandera Rd. – Theft < \$100 – One arrested for offense and resisting arrest
- 8-13-18 – 7400 Huebner Rd. – Traffic Stop – One cited/released - Vehicle Impounded
- 8-13-18 – 5600 Bandera Rd. – Theft < \$100 – One cited/released
- 8-13-18 – 7600 Huebner Rd. – Traffic Stop – One arrested for Driving while License Invalid – Vehicle Impounded
- 8-13-18 – 5700 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
- 8-13-18 – 6500 Bandera Rd. – Traffic Stop – One arrested for Driving while License Invalid and Displaying a Fictitious Registration – Vehicle Impounded
- 8-13-18 – 6800 Sunlight – City Ordinance Violation – Vehicle Impounded
- 8-13-18 – 6600 Seneca – Suspicious Person – One arrested for Possession of Marijuana < 2 oz.
- 8-13-18 – 7100 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
- 8-13-18 – 7400 Huebner Rd. – Traffic Stop – One cited/released – Vehicle Impounded
- 8-14-18 – 6300 Evers Rd. – Disturbance – One arrested for Assault/Family Violence
- 8-14-18 – 6100 Evers Rd. – Emergency Detention – One arrested/released at hospital
- 8-14-18 – 5700 Bandera Rd. – Public Intoxication – One arrested for offense
- 8-15-18 – 6700 Bandera Rd. – Wanted Person – One arrested on active county warrant
- 8-15-18 – 6600 Grissom Rd. – Traffic Stop – One cited/released – Vehicle Impounded
- 8-15-18 – 6600 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
- 8-16-18 – 7000 Mill Wheel – Traffic Stop – One cited/released – Vehicle Impounded
- 8-16-18 – 6100 Evers Rd. – Emergency Detention – One arrested/released at hospital
- 8-16-18 – 6900 Bandera Rd. – Traffic Stop – One arrested for Unauthorized Use of a Motor Vehicle – Vehicle Impounded
- 8-16-18 – 7000 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
- 8-16-18 – 5700 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
- 8-17-18 – 6600 Poss Rd. – Suspicious Person – Possession of Marijuana < 2 oz.
- 8-17-18 – 5600 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
- 8-17-18 – 6900 Forest Meadow – Traffic Stop – One arrested for Driving While License Invalid – Vehicle Impounded
- 8-17-18 – 6400 Bandera Rd. – Traffic Stop – One arrested for Driving While License Invalid – Vehicle Impounded
- 8-17-18 – 6100 Walking Gait – Emergency Detention – One arrested/released at hospital
- 8-17-18 – 6900 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
- 8-18-18 – 6500 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded

- 8-18-18 – 6500 Seneca – Traffic Stop – One arrested for Driving While License Invalid – Vehicle Impounded
- 8-18-18 – 6700 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
- 8-18-18 – 6600 Bandera Rd. – Traffic Stop – One arrested on active warrants and Possession of a Controlled Substance – Vehicle Impounded
- 8-18-18 – 5600 Evers Rd. – Disturbance – One arrested for Aggravated Assault
- 8-19-18 – 5600 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
- 8-19-18 – 6700 Wurzbach Rd. – Traffic Stop – One arrested for possession of Marijuana < 2 oz. – Vehicle Impounded
- 8-19-18 – 5900 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
- Significant Calls
  - 8-06-18 – 6600 Grist Mill – Found open garage door
  - 8-06-18 – 6700 Huebner Rd. – Graffiti
  - 8-06-18 – 7000 Autumn Chase – Found open garage door
  - 8-06-18 – 6000 Forest Bend – Found open garage door
  - 8-06-18 – 6200 Bandera Rd. – Alarm
  - 8-06-18 – 6800 Forest Crest N. – Found open garage door
  - 8-06-18 – 5300 Wurzbach Rd. – Theft/Vehicle
  - 8-06-18 – 5700 Bandera Rd. – Alarm
  - 8-06-18 – 6200 Grissom Rd. – Burglary/Habitation
  - 8-06-18 – 5400 Wurzbach Rd. – Crash
  - 8-06-18 – 6100 Bandera Rd. – Crash
  - 8-07-18 – 6900 Forest Park – Theft/Vehicle
  - 8-07-18 – 7200 Bridle Path – Deceased person
  - 8-07-18 – 6600 Bandera Rd. – Crash
  - 8-07-18 – 6000 Bandera Rd. – Assisted Pct. 2 on Felony Traffic Stop
  - 8-07-18 – 7300 Bandera Rd. – Crash
  - 8-07-18 – 7300 Canterfield – City Ordinance Violation
  - 8-07-18 – 6800 Bandera Rd. – Found open door
  - 8-07-18 – Forest Grove – Found open garage door
  - 8-07-18 – 5200 Evers Rd. – Alarm
  - 8-08-18 – 6400 Bandera Rd. – Criminal Trespass Warning
  - 8-08-18 – 6400 Bandera Rd. – Crash
  - 8-08-18 – 5900 Bandera Rd. – Crash
  - 8-08-18 – 5600 Evers Rd. – Theft
  - 8-08-18 – 6600 Bandera Rd. – Assault/Family Violence
  - 8-08-18 – 5700 Bandera Rd. – Crash
  - 8-08-18 – 6800 Bandera Rd. – Crash
  - 8-08-18 – 7000 Bandera Rd. – Lost Property
  - 8-09-18 – 5600 Shadow Mist – Crash
  - 8-09-18 – 6300 Bandera Rd. – Abandoned Vehicle
  - 8-09-18 – 5500 Timco West – Crash
  - 8-09-18 – 6500 Bandera Rd. – Crash
  - 8-09-18 – 6100 Locker Lane – City Ordinance Violation
  - 8-09-18 – 5300 Wurzbach Rd. – Crash
  - 8-10-18 – 6800 Bandera Rd. – Crash
  - 8-10-18 – 6000 Grissom Rd. – Crash
  - 8-10-18 – 7100 Bandera Rd. – Crash
  - 8-11-18 – 6800 Bandera Rd. – Burglary/Building
  - 8-11-18 – 5600 Evers Rd. – Assault/Contact
  - 8-11-18 – 5600 Bandera Rd. – Crash

- 8-11-18 – 6500 Bandera Rd. – Crash
- 8-12-18 – 6800 Forest Crest N. – City Ordinance Violation
- 8-13-18 – 5600 Bandera Rd. – Forgery
- 8-13-18 – 7000 Forest Park – Found open garage door
- 8-13-18 – 7700 Huebner Rd. – Abandoned vehicle
- 8-13-18 – 5700 Bandera Rd. – Crash
- 8-13-18 – 6300 Bandera Rd. – Crash
- 8-14-18 – 5600 Wurzbach Rd. – Criminal Mischief
- 8-14-18 – 6100 Evers Rd. – Assault/Bodily Injury/Family Violence
- 8-14-18 – 5700 Wurzbach Rd. – Theft \$750-2500
- 8-14-18 – 6300 Evers Rd. – Harassment
- 8-14-18 – 6800 Bandera Rd. – Damage to property
- 8-14-18 – 7700 Link Side – Theft
- 8-14-18 – 6000 Forest Ridge – Found open garage door
- 8-14-18 – 5900 Forest Ridge – Runaway
- 8-14-18 – 6100 Bandera Rd. – Alarm
- 8-14-18 – 6300 Bandera Rd. – Alarm
- 8-14-18 – 5400 Bandera Rd. – Found open garage door
- 8-14-18 – 5200 Evers Rd. – Alarm
- 8-14-18 – 6100 Evers Rd. – Theft
- 8-14-18 – 6200 Bandera Rd. – Crash
- 8-14-18 – 6200 Grissom Rd. – Missing Person
- 8-14-18 – 6000 Forest Ridge – Crash
- 8-15-18 – 6700 Poss Rd. – Crash
- 8-15-18 – 5500 Bandera Rd. – Forgery
- 8-15-18 – 6800 Bandera Rd. - Hit and Run Crash
- 8-15-18 – 6800 Huebner RD. – Crash
- 8-15-18 – 5800 Grass Hill – Alarm
- 8-15-18 – 6700 Black Smith – City Ordinance Violation
- 8-16-18 – 6600 Bandera Rd. – Crash
- 8-16-18 – 5600 Bandera Rd. – Crash
- 8-16-18 – 5600 Evers Rd. - Assault
- 8-16-18 – 6000 Forest Ridge – City Ordinance Violation
- 8-16-18 – 7000 Forest Way – City Ordinance Violation
- 8-16-18 – 5600 Bandera Rd. – Crash
- 8-16-18 – 5800 Bandera Rd. – Crash
- 8-16-18 – 6700 Bandera Rd. – Crash
- 8-17-18 – 6600 Cades Cove – Found open door
- 8-17-18 – 5600 Bandera Rd. – Crash
- 8-17-18 – 5700 Wurzbach Rd. – Alarm
- 8-17-18 – 5600 Wurzbach Rd. – Graffiti
- 8-17-18 – 6800 Forest Grove – City Ordinance Violation
- 8-17-18 – Seneca @ Rue Sophie – Crash
- 8-18-18 – 5700 Bandera Rd. – Crash
- 8-18-18 – 6600 Grissom Rd. – Crash
- 8-18-18 – 6000 Grissom Rd. – Recovered stolen property
- 8-18-18 – 5500 Saffron Way – Found open garage door
- 8-18-18 – 5200 Savory Glen – Found open garage door
- 8-18-18 – 5300 Cilantro Place – Found open garage door
- 8-18-18 – 6400 Von Rosk – Alarm
- 8-18-18 – 6000 Mike Nesmith – Found open garage door

- 8-18-18 – 6600 Sally Agee – Found open garage door
- 8-18-18 – 5700 Evers Rd. – Crash
- 8-18-18 – 6000 Bandera Rd. – Crash
- 8-18-18 – 6800 Bandera Rd. – Theft of Service
- 8-18-18 – 6600 Forest Bend – Found open garage door
- 8-18-18 – 7000 Forest Crest – Found open door
- 8-19-18 – 7400 Link Wood – Criminal Mischief
- 8-19-18 – 6000 Forest Bend – Found open garage door
- 8-19-18 – 6700 Forest Bend – Found open door
- 8-19-18 – 5600 Bandera Rd. – Crash
- 8-19-18 – 5600 Evers Rd. – Runaway
- 8-19-18 – 6100 Forest Court – City Ordinance Violation
- 8-19-18 – 5600 Bandera Rd. – City Ordinance Violation
- 8-19-18 – 6400 Bandera Rd. – Theft
- Decoy Vehicle – Deployed at Evers Road Bridge construction site
- Traffic Citations - 223
- Warnings – 58
- Other - 23
- Cases filed by CID (3):
  - One (1) Theft 2500-30000
  - Two (2) Felony Theft at large
- CID Activity/Active Investigations
  - CID Unit is working open records requests
  - CID prepared and served search warrants for Google/YouTube content
  - CID working on family violence, unauthorized use of MV and Possession of Controlled Substance cases
- Additional CID Activity
  - 24 DVDs were copied for District Attorney’s Office
  - 12 vehicles were released from the pound
  - CID handled 12 walk-in calls for service
- Code Enforcement
  - (08) Junked/abandoned/illegal vehicles
  - (25) Grass/weed violations
  - (01) Swimming pool violation notices given
  - (60) Bandit signs were seized
  - (02) Graffiti calls were resolved
  - (10) Trash complaints
  - (01) Noise violation
  - (02) Pet noise violations
  - (30) VCO letters were sent
- Animal Control
  - (4) At large dog calls.
  - (4) Cats were trapped and released as part of the TnR Program
  - (1) Dead cat
  - (1) Dead deer
  - (1) Dead skunk
  - (6) Missing pet calls
- Traffic Unit
  - The Traffic Unit officers were assigned to school zones before and after school and worked on several reported neighborhood speeding/traffic concerns including Althea and Hodges, the Links,

Monte Robles, Grissom/Bandera and Forest subdivisions. They also closely monitored traffic/construction situations at 6500 and 6600 blocks of Bandera.

- Reporting Period Activity:
  - Moving Violations 48
  - Non-Moving Violations 02
  - Warnings 10
  - Vehicles Impounded 08
- Training
  - The Leon Valley Police Department hosted a newly State mandated Court Security Class at the Leon Valley Conference Center. Twenty-three Leon Valley Officers, as well as twenty-four (24) officers from other jurisdictions attended the mandated course of instruction.
- Volunteer Activities
  - Special Olympics – The City of Leon Valley hosted the Special Olympics Bowling for Olympians at Bandera Bowl. Ten (10) Leon Valley officers raised \$240 for Special Olympics charities. In addition, eight (8) Leon Valley Officers waited tables at the Roadhouse Steakhouse. The officers raised \$1300 for Special Olympics San Antonio.

### **Fire Department**

- **Leon Valley Fire Department Police Agency** - The Leon Valley Fire Department Police Agency will be dissolved at the recommendation of Chief Salvaggio. All documents have been submitted to the Texas Commission on Law Enforcement and the necessary process has begun to place the three (3) Fire Department Certified Peace Officers Commissions' under the Leon Valley Police Department.
- **Leon Valley Fire Department Receives Award** – The Leon Valley Fire Department received the “Healthy for Good Lifestyle Change Award” from the American Heart Association for growing and consuming vegetables from their Community Garden.
- **Alamo Area Fire Chiefs Association’s Cadet Testing** – The Leon Valley Fire Department will be hosting this year’s Alamo Area Fire Chiefs Association’s Multi-Agency Employment Testing Cooperative (Fire Cadet Testing) on September 14<sup>th</sup> and 15<sup>th</sup>. The Leon Valley Fire Department is a member of the Cooperative and will be able to utilize the results of the testing to hire potential Firefighters.
- **EMS Units** – Both Leon Valley Fire Department EMS Units are back in-service. The air conditioning issues in Medic Unit 159 B have been resolved and the Unit is back in service. Medic Unit 159 A, which was involved in a motor vehicle accident on June 5, 2018, has been repaired, inspected and placed back in-service effective the afternoon of Wednesday, August 29.
- **Firefighter Michael Murphy** - resigned effective Sunday, August 25, 2018. He has relocated to the Houston area where his wife has accepted a promotion with the company she is employed by.
- **2018-2019 Back to School Supply Drive!** – Our Back to School Supply Drive will continue for another two to three weeks. The firefighters will be delivering the school supplies that were donated by our community to the Leon Valley Elementary School. We appreciate everyone’s assistance and their generous donations.
- **Volunteer Activities** – The Leon Valley Honor Guard and the Leon Valley City Manager assisted with the Special Olympics “Ms. Sweetheart Special Needs Pageant”.

### **Community Development Department**

- Zoning Code Revisions
  - Staff and the Zoning Commission held their first of several special meetings to discuss revisions to the City’s zoning code at their August 14<sup>th</sup>, 2018 Special Meeting. Discussion focused on our current zoning districts and zoning map, new innovative approaches to zoning, and mixed-use. The Zoning Commission will be holding special meetings on the second Tuesday of the month for Zoning Code revisions.
    - September 11<sup>th</sup> .....Zoning Districts

- October 9<sup>th</sup> .....Uses
- November 13<sup>th</sup> .....Development Standards
- December 1<sup>th</sup> .....Procedures & Non-Conformities

- Zoning Cases

- The Department has an open Zone Change and Specific Use Permit request for 7317 Huebner Road to facilitate the expansion of the St. John’s Baptist Church. The request is for B-3 zoning, which is the only zoning district that allows for a church. The request has been tentatively postponed while Staff explores the potential to allow churches in residential and retail zoning districts.
- Staff received a request for a specific use permit at 5630 NW Loop 410, for an indoor playground and party place.

- Board Of Adjustment

- A Board of Adjustment meeting is tentatively scheduled for September 13<sup>th</sup>, 2018 with the following items scheduled for consideration:
  - A request by Quick Trip Corporation, for a variance to allow a 302 square foot, 45 foot tall free-standing pole sign at 6461 Bandera Road.
  - A request to allow a 102 square foot, roof sign at 7213 Bandera Road.
  - A request to allow a Non-Chartered Financial Institutions at 6816 Huebner Road.
  - A request to allow the expansion of an existing pole sign at 6959 Bandera Road.

- Plats

- Staff has an open replat request by Huebner Dirt Investments Ltd. for 2.418 acres located on Huebner Road. The replat would potentially create 3 lots. The land is undeveloped and is currently zoned B-1 and B-2. The applicant plans to request a rezoning of the property and has postponed his plat application until that time. An SUP will also be required for new commercial development on the site because it is adjacent to residential zoning.
- Staff is anticipating the submittal of a replat request for the easement located just west of the termination of Huebner Road, in the Old Mill Subdivision. The owner of the easement is hoping to replat the easement as public right of way to provide access to the 18 acre tract to the west, so it can be developed for single-family residential lots.
- Staff is anticipating is also anticipating the submittal of an Amending Plat for the property currently developed as the Leon Valley Storage. An amending plat is necessary to reconfigure existing lots to allow for new buildings on the property.

- City Council

- The City Council is scheduled to consider the following Community Development Department related item, on second reading at their September 4<sup>th</sup> meeting:
  - Amendment to Small Cell Node Installation Permitting Requirements.

- Permitting and Records

- 43 walk-in customers were served from August 15, 2018, to August 29, 2018.
- 58 permits were processed or are in progress.
- 9 Certificates of Occupancy.
- 1 Certificate of Occupancy was issued.
- 2 Temporary Certificates of Occupancy were issued.

- Development Meetings/Correspondence

- Staff continued coordination with the potential developers of 6703 Poss Road (north east corner of Poss and Grissom Road). The owner/developer is Affordable Pet Care, currently located in San Antonio. They wish to relocated their facility to Leon Valley at this location and are working to address the City’s Sustainability Overlay Requirements.
- Staff met with the potential developer of the undeveloped tract at 6501 Grissom (north side of Grissom between Bandera and Poss Road). The developers are planning to develop the property

- for a dog training and day care facility, for which they previously received a Specific Use Permit.
- Staff met with potential developers of the undeveloped Triangle property located on the south side of Evers Road just west of Seneca Road. Topics discussed at that meeting were the potential to develop the property with a mixed use, multi-family and retail development, as the City of Leon Valley future land use plan specifies for this tract of land.
- Community Development Department & Development Process
  - Staff continues the process of implementing digital permit management software.
  - The Department anticipates completing the overall development review process by the end of the year, which will include:
    - The implementation of digital permitting software, such as My Permit Now.
    - The introduction of “Package Permits” which will consolidate all permits associated with a single project, into one consolidated “global” review process.
    - The assignment of a permit liaison for all building permits, to help guide the City’s customers through the permitting process.
    - The updating of all permit applications to include checklists for applicants and Staff.
    - Creation of procedures for requesting inspections for all projects, with specific procedures for larger scale projects such as mixed-use and multi-family projects.
    - Creation of a deadline schedule to assist customers in project planning.

### **Economic Development**

- Businesses That Received Certificates Of Occupancy
  - College Hunks SA (a recycled goods sorting/shipping company) – 5415 Bandera Suite 503
- Business That Received Temporary Certificates Of Occupancy
  - John Marshall High School – 8000 Lobo Ln.
  - Peter Piper Pizza – 6965 Bandera
- The City of Leon Valley will host its first Economic Development for Business Breakfast with UTSA on Tuesday, September 4, 2018, at 8:00 a.m. at the Conference Center.

### **City Secretary**

- Since the last report, the City Secretary’s Office has received 8 open record requests. The requests were for: permit information, Red Light Camera items, planning/platting site plans, Staff emails, and staff text messages, staff phone records, body cam videos, police reports.
- Responded to correspondence from the Texas Attorney General’s office regarding open record request previously submitted for opinions.
- City Council agendas and minutes; publication of recently adopted ordinances and agendas.

### **Library**

- New part time employee on board, the library is fully staffed.
- Increased attendance at all events continues despite school being in session.
- We are currently working on updating our Non-Fiction Collection, cleaning and updating signage.
- We have started inventory and should be complete by end of September.
- September is National Library Card Month.

### **Upcoming Events:**

- Regular City Council Meeting begins at 6:00 p.m. on Tuesday, September 4, 2018, in the Leon Valley City Council Chambers.
- Upcoming Important Events:
  - Next Regular City Council Meeting September 18, 2018, at 6:00 p.m.

- Culinary Flavors of Leon Valley, September 5, 2018, from 9:00 a.m. - 10:00 a.m. in the Leon Valley Library Parking Lot.
- Grandparents Day, September 9, 2018, at 2:30 p.m. at the Leon Valley Community Center.
- October 2, 2018, Regular City Council Meeting has been rescheduled to October 1, 2018, to accommodate National Night Out which is October 2, 2018.
- Last day to register to vote on the November 6, 2018, Special Election is October 9, 2018 City Offices will be Closed, Monday, September 03, 2018, in observance of Labor Day.
- Fall Clean-up Week is September 10-16, 2018.
- September 23-29, 2018, is Banned Book Week and the library will be celebrating our freedom to read materials each individual chooses.
- Committee Meetings:
  - Special Zoning Commission Meeting on September 11, 2018, at 6:30 p.m. at City Hall.
  - Zoning Commission meeting on September 25th, 2018, at 6:30 pm. at City Hall.
  - Board of Adjustment meeting on September 13th, 2018, at 5:00 p.m.
  - The Park Commission meeting on September 13, 2018, at 6:30 pm, at the Conference Center.
  - The Tree Advisory Board meeting on September 24, 2018, at 6:00 p.m. at Public Works Department.